



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Division of Medical Assistance
600 Washington Street
Boston, MA 02111
www.mass.gov/dma

Eligibility Operations Memo 03-08
July 1, 2003

TO: MassHealth Eligibility Operations Staff

FROM: Russ Kulp, Assistant Commissioner, Member Services

A handwritten signature in blue ink, appearing to read "Russ Kulp".

RE: **Revised Supplement C – Absent Parent Information**

Introduction

Supplement C, the Absent Parent Supplement, which is part of the Medical Benefit Request (MBR), is being revised. These revisions are necessary to gather additional information that the Department of Revenue (DOR) needs to pursue medical support orders from absent parents. The revised Supplement C includes language that also makes it an "Assignment of Rights" document.

**Mandatory
Cooperation**

When the parent who the child lives with (custodial parent) or the legal guardian who the child lives with is applying for MassHealth for the child (or children), as well as for himself or herself, the custodial parent or legal guardian must cooperate with DOR to obtain a medical support order from the absent parent of the child. For Supplement C purposes, the custodial parent or legal guardian should provide all available information about the absent parent.

Required Signature

The revised Supplement C requires the custodial parent or legal guardian of the child to sign Supplement C when the custodial parent or legal guardian is applying for MassHealth for the child or children AND for himself or herself. The signature is required for the Supplement C to function as the "Assignment of Rights" document, and is necessary for DOR to pursue child support enforcement activities.

Good Cause

If there is good cause, a custodial parent or legal guardian does not have to cooperate with DOR and, therefore, does not have to sign Supplement C.

Process

When the Central Processing Unit (CPU) receives a Supplement C with any information or a signature included, the original copy of the second page of the supplement must be forwarded to:

Benefit Coordination and Recovery
Division of Medical Assistance
600 Washington Street
Boston, MA 02111.

Benefit Coordination and Recovery will then forward the supplement to DOR.

The second page of Supplement C will be an NCR (no carbon required) document – the original top copy to be forwarded to Benefit Coordination and Recovery, and the yellow second copy to be included in the case file.

**Other MBR
Change**

The “For Office Use Only” block in the upper right-hand corner of page one of the MBR now contains a check-off box for Supplement C. This box will be used at CPU to identify those MBRs that have a Supplement C containing information or a signature, and will facilitate the appropriate forwarding of the Supplement.

Questions

If you have any questions about this memo, please contact the Policy Hotline.
